

# DOWNEND & BROMLEY HEATH PARISH COUNCIL

## MINUTES OF FULL COUNCIL MEETING HELD

Monday 3 October 2022

### Present:

Members: Councillors Mike Baker, Janet Biggin, Isabella Browne, Ben Burton, Jon Hunt (Chairman), Raj Sood and Alvis West. Officer: Angela Hocking.

3 members of the public. 2 Police Community Support Officers.

### 205.1 WELCOME

Cllr Hunt addressed the meeting. Downend & Bromley Heath Parish Council sends sincere condolences to King Charles III and the Royal Family on the passing of Her Majesty Queen Elizabeth II. A minute's silence was held.

### 205.2 APOLOGIES

Received from Cllr Phil Abbott, Cllr Colin Ogden and Cllr Sheila Ottewell. Councillor James Griffiths and Councillor Matt Pitts were not present.

### 205.3 DECLARATIONS OF INTEREST

Received from Cllr Ben Burton re. South Gloucestershire Council; Downend Saints FC.

### 205.4 ITEMS FROM THE PUBLIC

Residents addressed the meeting raising concerns at the 'rat run' via Buckingham Place and Buckingham Gardens. HGVs use this route through the night and there is currently no provision for a pedestrian crossing, even though this is a route to school. Cllr Burton confirmed that the crossing on Westerleigh Road is currently on the SG list for debate. A suggestion was made for a survey, traffic counter and speedvisor.

**ACTION - Cllr Burton will liaise with the Clerk and the matter brought at a future meeting to hear of progress and determine next steps.**

Resident raised the ongoing problem of pavement parking along Downend Road and concerns about drug usage in Lincombe Road. The Police confirmed that they are aware of the situation and additional patrols are ongoing.

Travel - discussions were held about the use of E-scooters and Voi scooters. In relation to several bus queries, the resident was advised to report concerns directly to the West of England Combined Authority. It was **noted** that Cllr Ottewell has produced a report for D&BH PC which has been sent to WECA.

### 205.5 ITEMS FROM THE POLICE

The attempted robbery in Downend High Street is still under investigation. Problems have also been experienced in the area with youths knocking on doors and running away. The PCSOs apologised for the lack of bike marking events due to officers being deployed elsewhere.

### 205.6 APPROVE THE MINUTES OF THE MEETING HELD ON 21 JULY 2022

**RESOLVED** that the Minutes of the Council meeting held on 21 July are approved as a true and accurate record. These were subsequently signed by the Chairman.

## 205.7 MATTERS ARISING AND ONGOING ISSUES

- 204.14 – Downend Round Table wishes to make a donation to the Friends of King George V Playing Fields to fund a seat on site. They are requesting that a plaque is included to indicate their involvement. This is often something they request, as it helps raise the profile of the group. D&BH PC resolved in July that memorial plaques should not be included. However, as this will be a donation, Clerk asked members for their clarification in this respect, as the Round Table suggests that making similar donations in the future would be more difficult without agreement to the plaque.

**AGREED that no plaques will be permitted.**

- Clerk confirmed that the Scribe accounts and bookings package is now up and running, and members were provided with various reports for perusal.
- The Friends of Lincombe Barn Park & Woods have received Member Awarded Funding and are now in a position to purchase the benches and have them installed at the Woods. As such, a cheque has been received from the Friends for £1,100 (£800 MAF and £300 from the Friends). This, coupled with the £1,000 agreed by Full Council in July (Minute 204.9.3 refers) will mean the new benches can be ordered and delivered to Chris Belcher. The benches will be added to the Council's asset register and the Form of Indemnity completed and returned to SGC.
- In March 2022, criminal damage was sustained to the Downend Road bus shelter and the clerk had to provide a witness statement. At the hearing on 15 September 2022 at Bristol Magistrates Court, the individual concerned pleaded 'Guilty', the sentence being:
  - Conditional Discharge – 8 months
  - Compensation to D&BH PC - £40.00
  - Surcharge - £22.00Information for the payment needs to be signed by members of D&BH PC and sent to the Compliance and Enforcement Office. **NOTED AND AGREED.**
- For information, members were provided with drawings from Downend & Bromley Heath in Bloom outlining their intentions for the shipping containers to be housed behind Downend School sixth form block. A meeting is to be arranged with Downend School in this respect.

## 205.8 URGENT ACTIONS

After consultation with the Chair:

- Clerk has ordered new pads for the defibrillator at Quakers Road at a cost of £126.75.
- John Langdon, Project Manager for the new King George V pavilion project, has quoted £180 to assist with the compilation of the tender documentation.

**NOTED that the above has been authorised.**

Clerk has called Chris Belcher to King George V Playing Fields to make urgent repairs to one of the seats along the cemetery path. **NOTED.**

Wheels on the mobile goals used on Badminton Road pitch 3 need replacing as soon as possible. The suppliers have quoted £129 + £20 delivery + VAT.

**AGREED to proceed with the order for the replacement wheel assembly.**

## 205.9 FINANCE & GENERAL PURPOSES

**205.9.1 External Audit year ending 31 March 2022** – PKF Littlejohn confirmed that after review of the Annual Governance and Accountability Return, in their opinion the information is in accordance with proper practices and no other matters have come to their attention. **Noted.**

**205.9.2 Payment of Accounts** – See Appendix 1.

**RESOLVED to authorise all payments.**

**205.9.3 Account balances** – On 30 September 2022, the total of the Parish Council’s accounts amounted to £1,200,323.19.

**205.9.4 Recommendations from Committee meeting held on 1 September 2022:** The following recommendations were put forward by the committee and subsequently voted on by Council:

- a) To accept the quotation from Prestige Grounds to implement repairs around the track and fencing at King George V / Badminton Road playing Fields totalling £900.

**RESOLVED to proceed with this project.**

- b) Proposal for the supply of 2 no. containers at Badminton Road Playing Fields – Following the report circulated to members,

**RESOLVED to proceed with the ordering of 2 no. containers, all as detailed within the quotation from Lion Containers dated 1 August 2022 and taking into account the need for shelving by the user groups.**

**NOTED that a ramp may be required for one of the containers and this will be investigated further.**

SGC has declined to quote for the groundworks due to concerns over ground levels. However, a quotation has been received from Chris Belcher to install concrete pads for each corner of the containers, provide heras fencing around the containers and move the park benches to new positions, as agreed at a site visit, all for the sum of £3,250.00.

**AGREED to accept the quotation from Chris Belcher to undertake ground works in readiness for the new containers, consisting of four piles for each container to sit on. This will also mean that the cross bars can be stored underneath the football container.**

**AGREED that Chris Belcher will relocate the two existing seats in accordance with the plans agreed by SGC.**

**A quotation is awaited for the landscaping works all as detailed within the planning requirements.**

COUNCIL GOVERNANCE:

- c) To readopt the Standing Orders and Financial Regulations

**AGREED to readopt the above document.**

- d) To readopt the Public Handbook

**AGREED to readopt the above document.**

- e) To readopt the Employee & Councillor Handbook

**AGREED to readopt the above document.**

- f) To note the current arrangements in respect of insurance arrangements, internal audit and risk assessment obligations

**NOTED –**

- **This Parish Council is currently insured with the Gallagher Group via Hiscox on a three-year long-term agreement which expires in March 2025.**
- **Internal Audit is currently undertaken by Fiona Thornton.**
- **Risk Assessment will be reviewed again in 2023. The authority has assessed all significant risks to achieve its objectives and reviewed the adequacy of arrangements to manage these. Appropriate steps to manage risk have been taken, therefore ensuring that all risk management is adequately covered.**

- g) To agree to the signing of the Scribe transaction report, showing individual invoices, when authorising future payments.

**AGREED that signing the Scribe report will validate the authorisation of payments moving forward.**

- h) To cancel Xero accounting software subscription after the first VAT Return has been made using Scribe.

**AGREED to cancel Xero in November 2022.**

Clerk reported that the fees for hire of Badminton Road Methodist Church were increasing to £12 per hour for the Craft Room and £24 per hour for the Upper Hall and Servery.

**AGREED that the Clerk will sign the Standard Form of Licence in this respect.**

## **205.10 PLANNING COMMITTEE**

Comments made to SGC were duly **NOTED**.

## **205.11 WORKING GROUP REPORTS & PROPOSALS**

**205.11.1 Sports Pitches Working Group (SPWG):** Approval of the non-material amendment for the pavilion application at King George V / Badminton Road Playing Fields has now been received. The application consents to make a non-material amendment to permission P21/02475/F to amend the internal layout altering the location of the WCs, changing rooms and showers; to change the changing room windows to opaque glass, and to install an external servicing hatch from the kitchen.

Following circulation of a report,

**AGREED that the tender will form two packages (a) demolition of the existing building and delivery / installation of the new modular facility (b) landscaping works.**

**AGREED to prepare a tender pack, in consultation with the Project Manager, which will be shared with members via Drive before uploading to the Contracts Finder website during October.**

**AGREED that the Clerk is authorised to proceed with work relating to the above and to continue with work required for the new containers which will facilitate the unloading of the compound, hire of skip and groundworks.**

Clerk reported that Coalpit Heath CC will be moving to Westerleigh for cricket in the 2023 season. As such, Downend CC will be returning to King George V Playing Fields.

Dates for 2023 - The cricket season will be from 6 May - 3 September. In the 2022 season, D&BH PC allowed the cricket teams to use the pitches on the first weekend in September.

**AGREED to allow the cricket teams to use the pitches during the first weekend in September 2023.**

**205.11.2 Bromley Heath Pavilion Refurbishment sub-group** – Bromley Heath pavilion has now been provided an Energy Performance Certificate (EPC) stating the pavilion currently has a 'B' rating. The refurbishment work proposed by the Parish Council will enhance this rating. The pavilion therefore complies with May 2022 EPC rating legislation and the proposed refurbishment plan will not require alteration. SGC have been advised and a copy of the EPC forwarded for their attention. This should now enable the letter of consent to be issued by them, allowing the tender process for the refurbishment to commence.

**205.11.3 Christmas Lighting Working Group** – Proposals received from the Christmas Lighting Working Group outlining costs associated with the installation of a 20ft Christmas tree at Cleevewood, new festoon lighting across the Willow Centre, new lighting in a spiral configuration on the tree trunks throughout the trees in Downend and additional lights for the 20ft Christmas tree outside Michael Nicholas.

**AGREED that the proposals and associated costs received from the working group are accepted.**

Cleevewood shops are holding a Christmas Fair on Sunday 27 November. The tree will be switched on at 5pm that day, although the motifs will be timed to light up on Friday 25 November, in line with the Downend High Street event.

Shops throughout Downend High Street have agreed to take part in the Best Dressed Christmas Window competition. A suggestion was made that they are judged on the evening of the event by people posting their decisions in a Christmas post box provided by D&BH PC. Many of the shops will remain open offering various Christmas delights. The Great Day Choir is available at a cost of £150 to sing carols around the Christmas tree for around 40 minutes. At the recent Downend Partnership meeting, a suggestion was made for the tree to be switched on at 6.30pm so it is proposed that the choir starts at 6pm for 30 minutes and continues for a further 10 minutes after the tree has been switched on.

**AGREED to support the proposals for the Christmas lighting event, all as detailed.**

The cost for the supply and installation (including removal of the extra two trees) has been quoted by South Glos Council at £2,703.45.

**AGREED to accept this quotation.**

**205.11.4 Downend Partnership Meeting** – The focus of the meeting was around 'We are Locals', a user-friendly digital marketplace to connect all things local and to help traditional high street businesses have the 'tech' capabilities of services like Amazon.

**205.11.5 Downend Voice** – Cllr Alvis West will produce an article about the Christmas festivities for the next edition of Downend Voice.

## **205.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES**

Cllr Biggin attended the launch of Unicornfest. This project will be hosted by The Leukaemia Care with 50 unicorns in and around Bristol which can be sponsored by groups and businesses. A website will be set up for the event which will take place in the 2023 school summer holidays. Like the Wallace and Gromit Trail, the Parish Council can participate. The package is expected to cost in the region of £7,000 and following the Trail there will be an auction of the unicorns. After discussion by members, proposal and a unanimous vote,

**RESOLVED that Downend & Bromley Heath Parish Council will participate in Unicornfest.**

#### **205.13 SOUTH GLOUCESTERSHIRE COUNCIL**

Cllr Burton has provided Member Award Funding to Bromley Heath Infant School for 15 iPads. Cllr Burton has provided MAF funding to Christ Church Infant School towards books in their library. Cllr Burton explained that due to inflationary pressures flowing through to the Council in terms of services etc, the Council budget yet to be decided upon will be a very important and challenging one.

#### **205.14 TO AGREE THE ALLOCATION OF PITCHES AT KING GEORGE V / BADMINTON ROAD PLAYING FIELDS**

In early summer, football teams request their pitches for the season commencing in September. Ordinarily there are several clashes, which can be accommodated elsewhere. However, this year a total of 43 clashes were received.

One key element of discussions with the Football Foundation is to have an anchor club on site and promote the growth of football within the local community. The Business Case for the Pavilion dictates that there is suitable support from local clubs and some element of practical support from clubs will be required (e.g. parents serving snacks/drinks after games). Downend Saints have been committed from the start to support this venture and it would be beneficial to confirm their support and to work proactively to create a 'working model' in advance of the Pavilion opening.

As previously discussed at Full Council, it appears to be the preference that priority is given to those teams that have the greatest connection with the precepted area. This is on the basis that those individuals have contributed financially towards Parish Council funds. Downend Saints is the most geographically central team and is likely to support this aim.

Discussions ensued as to the effect such a decision may have on other teams.

#### **RESOLVED:**

- **Full Council gives approval for Downend Saints to be invited to enter into discussions and a formal arrangement to see if they want to be the 'Home Club' at King George V / Badminton Road Playing Fields and use the pavilion as a home venue.**
- **Subject to the above, and with the agreement of Downend Saints, to give priority to Downend Saints in the booking of football pitches for the 2023/24 season. This process will also be mindful to ensure that pitch capacity is maintained, and the various football leagues are involved to ensure that fixture clashes are avoided (ensuring that the majority of games that are currently being played will continue).**
- **This decision will be reviewed after 12 months.**

#### **205.15 TO AGREE TO SIGNING UP TO THE CIVILITY AND RESPECT PLEDGE**

The Civility and Respect Pledge is being introduced so Councils can demonstrate that they are committed to standing up to poor behaviour across the sector and to drive through positive changes which support civil and respectful conduct. The project will deliver training packages in support. Signing up to The Pledge is

a simple process which requires councils to register and agree to the following statements:

- Council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role
- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

**RESOLVED that Downend & Bromley Heath Parish Council will sign up to the Civility and Respect Pledge.**

#### **205.16 DOWNEND & BROMLEY HEATH IN BLOOM – HIGH STREET PROJECTS/LICENCES**

The group has Planting Licence Agreements in place with SGC.

D&BH PC agreed in June 2019 to provide a donation of £9,000 per annum over a 3 period to this group, after which time a further review will be undertaken, and another period of funding explored. Two conditions were attached to this proposal: (i) future plans/projects are referred back to the Parish Council before implementation; (ii) an audit is carried out of the High Street / areas of planting to ensure the Council is clear about what is being funded.

In June 2020, Minutes of Full Council confirmed that In Bloom had cancelled their order with Blaise Nurseries for 2020 due to Covid. As the Parish Council had resolved to award the group with a donation of £9,000 over a three-year period, the funds being paid to Bristol City Council when the annual invoice is received, it was considered unfair to carry the contract over to the new Council in 2023 and In Bloom would need to reapply when the new Parish Council is formed.

Although further requests for funding are yet to be received, members noted that In Bloom must order their plants in the winter months, prior to the annual summer displays.

**AGREED that, in accordance with Council Minutes June 2019, future plans and projects by In Bloom are referred back to the Parish Council prior to implementation, ensuring members have completed knowledge of all proposals.**

**AGREED, at a future meeting, to look at the current In Bloom projects throughout Downend, and consider whether or not the Parish Council is happy to endorse the schemes.**

#### **205.16 COUNCILLORS TO RAISE ANY URGENT CONCERNS**

- Cllr Biggin advised that Bristol Community Transport has folded. Kingswood Community Transport are discussing what they can do to provide additional support.
- Remembrance Sunday is 13 November 2022.

**AGREED, as in previous years, to purchase a wreath for the occasion.**

Chairman

Date

3/10/22.

Signed: Janet E Bygn

*Janet E Bygn*

*30 September 2022 (2022 - 2023)*

## Downend & Bromley Heath Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
103 Utilities	22/07/2022		Lloyds Bank Treasurer		Utility charges	Water2Business	L	312.67	20.42	333.09
104 Gate Security	22/07/2022		Lloyds Bank Treasurer		Gate security	Securitas Security Services (L	S	36.25	7.25	43.50
109 Software	04/08/2022		Lloyds Bank Treasurer		IT software	Microsoft	Z	59.99		59.99
113 Software	23/07/2022		Lloyds Bank Treasurer		IT software	Xero	S	26.00	5.20	31.20
114 Telephone and Broadband	01/08/2022		Lloyds Bank Treasurer		Telephone and broadband	BT	S	138.75	27.74	166.49
115 Software	02/08/2022		Lloyds Bank Treasurer		IT software	Google Cloud EMEA Limited	Z	64.40		64.40
116 Software	27/07/2022		Lloyds Bank Treasurer		IT software	Google Cloud EMEA Limited	S	6.66	1.33	7.99
117 Donations	19/08/2022		Lloyds Bank Treasurer		Donation	Friends of Leap Valley	Z	290.00		290.00
118 Utilities	19/08/2022		Lloyds Bank Treasurer		Utility charges	West Mercia Energy	L	22.37	1.12	23.49
119 Downend Voice	19/08/2022		Lloyds Bank Treasurer		Downend Voice	Voice News & Media Limited	S	176.00	35.20	211.20
120 Cleaning	19/08/2022		Lloyds Bank Treasurer		Cleaning	T Webb Window Cleaning	Z	308.00		308.00
121 Printing and Stationery	19/08/2022		Lloyds Bank Treasurer		Stationery	Banner Business Solutions Li	S	11.50	0.60	12.10
122 External Audit Fees	19/08/2022		Lloyds Bank Treasurer		Audit fees	PKF Littlejohn LLP	S	800.00	160.00	960.00
123 Gate Security	19/08/2022		Lloyds Bank Treasurer		Gate security	Securitas Security Services (L	S	756.00	151.20	907.20
124 Staff training	19/08/2022		Lloyds Bank Treasurer		Training	Avon Local Councils' Associat	Z	30.00		30.00
125 Donations	19/08/2022		Lloyds Bank Treasurer		Donation	Cleeve Wood Road Shops Re	Z	1,000.00		1,000.00
126 Active Seniors	19/08/2022		Lloyds Bank Treasurer		Planning consultancy	Cerda Planning Limited	S	2,157.10	431.42	2,588.52
127 In Bloom	19/08/2022		Lloyds Bank Treasurer		D&B in Bloom	Bristol City Council	S	1,961.43	392.29	2,353.72
128 Utilities	19/08/2022		Lloyds Bank Treasurer		Utility charges	West Mercia Energy	L	143.48	7.18	150.66
129 Playing Field Recurring	19/08/2022		Lloyds Bank Treasurer		Grounds maintenance duties	Prestige Grounds Ltd	S	2,104.77	420.95	2,525.72
130 Salaries and Wages	19/08/2022		Lloyds Bank Treasurer		Salaries	Angela Hocking	Z	2,732.51		2,732.51
131 SGC Localism Contract	19/08/2022		Lloyds Bank Treasurer		Localism services	South Gloucestershire Counc	S	2,706.78	541.36	3,248.14
132 Salaries and Wages	19/08/2022		Lloyds Bank Treasurer		Pension costs	Avon Pension Fund	Z	264.42		264.42
133 Employers pension	19/08/2022		Lloyds Bank Treasurer		Pension costs	Avon Pension Fund	Z	797.14		797.14
134 Travel - Clerk	19/08/2022		Lloyds Bank Treasurer		Clerk's expenses	Angela Hocking	Z	13.79		13.79
135 Repairs and Maintenance	19/08/2022		Lloyds Bank Treasurer		Councillor reimbursement	Timpson	Z	5.00		5.00
136 Room Hire	19/08/2022		Lloyds Bank Treasurer		Rent	Badminton Road Methodist C	Z	275.00		275.00
137 Donations	19/08/2022	204.9.3	Lloyds Bank Treasurer		Donation	Stanbridge Filers	Z	465.00		465.00
138 Refurbishment of pavilion	19/08/2022		Lloyds Bank Treasurer		Electrical works	Energy Apprise	Z	235.00		235.00
139 Building of new pavilion	12/08/2022		Lloyds Bank Treasurer		Planning consultancy	South Gloucestershire Counc	S	260.83	5.37	266.20
140 Skate Park	19/08/2022		Lloyds Bank Treasurer		Skatepark repairs	South Gloucestershire Counc	S	487.33	97.47	584.80
141 Software	15/08/2022		Lloyds Bank Treasurer		IT software	Zoom	S	11.99	2.40	14.39
142 Gate Security	19/08/2022		Lloyds Bank Treasurer		Gate security	Securitas Security Services (L	S	36.25	7.25	43.50
143 Gate Security	19/08/2022		Lloyds Bank Treasurer		Key cutting	Lock Struck and Barrels	S	96.00	19.20	115.20
144 Printing and Stationery	19/08/2022		Lloyds Bank Treasurer		Printing charges	Konica Minolta	S	24.09	4.82	28.91
145 Purchase of lights	19/08/2022		Lloyds Bank Treasurer		Christmas	CPC	S	27.99	5.60	33.59



3/10/22

Spined: Daniel Esqg m

30 September 2022 (2022 - 2021)

**Downend & Bromley Heath Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
146 Active Seniors	19/08/2022		Lloyds Bank Treasurer		Planning consultancy	South Gloucestershire Council	S	143.83	5.37	149.20
147 Internal Audit Fees	01/09/2022		Lloyds Bank Treasurer		Audit fees	Fiona J Thornton	Z	350.00		350.00
148 Printing and Stationery	01/09/2022		Lloyds Bank Treasurer		Printing charges	Konika Minolta	S	38.95	7.79	46.74
149 Cleaning	01/09/2022		Lloyds Bank Treasurer		Cleaning	T Webb Window Cleaning	Z	308.00		308.00
150 Building of new pavilion	01/09/2022		Lloyds Bank Treasurer		Planning consultancy	Cerda Planning Limited	S	700.00	140.00	840.00
151 Utilities	01/09/2022		Lloyds Bank Treasurer		Utility charges	West Mercia Energy	L	20.66	1.03	21.69
152 Utilities	01/09/2022		Lloyds Bank Treasurer		Utility charges	West Mercia Energy	L	35.21	1.76	36.97
153 Telephone and Broadband	31/08/2022		Lloyds Bank Treasurer		Telephone and broadband	BT	S	152.32	30.46	182.78
154 Software	23/08/2022		Lloyds Bank Treasurer		IT software	Xero	S	26.00	5.20	31.20
155 Active Seniors	01/09/2022		Lloyds Bank Treasurer		Planning consultancy	New Endlosure	Z	595.14		595.14
156 Software	27/08/2022		Lloyds Bank Treasurer		IT software	Google Cloud EMEA Limited	S	6.66	1.33	7.99
157 Printing and Stationery	01/09/2022		Lloyds Bank Treasurer		Stationery	Banner Business Solutions Ltd	S	5.00	1.00	6.00
158 Downend Voice	01/09/2022		Lloyds Bank Treasurer		Newsletter	Voice News & Media Limited	S	176.00	35.20	211.20
159 Software	01/09/2022		Lloyds Bank Treasurer		IT software	Google Cloud EMEA Limited	E	64.40		64.40
160 Internal Audit Fees	15/09/2022		Lloyds Bank Treasurer		Audit fees	Fiona J Thornton	Z	125.00		125.00
161 Gate Security	15/09/2022		Lloyds Bank Treasurer		Gate security	Securitas Security Services (I	S	810.00	162.00	972.00
162 Salaries and Wages	15/09/2022		Lloyds Bank Treasurer		HMRC payments	HMRC	Z	1,545.40		1,545.40
163 Employers NI	02/09/2022		Lloyds Bank Treasurer		HMRC payments	HMRC	Z	2,542.53		2,542.53
164 Salaries and Wages	15/09/2022		Lloyds Bank Treasurer		Salaries	Angela Hocking	X	2,732.71		2,732.71
165 Printing and Stationery	15/09/2022		Lloyds Bank Treasurer		Stationery	Shaw & Sons Limited	S	142.00	28.40	170.40
166 Purchase of Spares	05/09/2022		Lloyds Bank Treasurer		Defibrillator	Heartsafe	S	106.95	19.80	126.75
167 Salaries and Wages	15/09/2022		Lloyds Bank Treasurer		Pension costs	Avon Pension Fund	X	264.42		264.42
168 Employers pension	15/09/2022		Lloyds Bank Treasurer		Pension costs	Avon Pension Fund	Z	797.14		797.14
169 Printing and Stationery	08/09/2022		Lloyds Bank Treasurer		Signage	Phillip Abbott	Z	10.00		10.00
170 Playing Field Recurring	15/09/2022		Lloyds Bank Treasurer		Grounds maintenance duties	Prestige Grounds Ltd	S	2,277.77	455.55	2,733.32
171 Travel - Councillors	12/09/2022		Lloyds Bank Treasurer		Councillor reimbursement	Janet Biggin	Z	8.00		8.00
172 Travel - Clerk	15/09/2022		Lloyds Bank Treasurer		Clerk's expenses	Angela Hocking	Z	8.43		8.43
173 Software	14/09/2022		Lloyds Bank Treasurer		IT software	Zoom	S	11.99	2.40	14.39
174 Repairs and Maintenance	15/09/2022		Lloyds Bank Treasurer		Electrical works	Rygol Electrical Services Ltd	S	460.00	92.00	552.00
175 Cleaning	15/09/2022		Lloyds Bank Treasurer		Cleaning	T Webb Window Cleaning	Z	308.00		308.00
176 Office Accommodation	16/09/2022		Lloyds Bank Treasurer		Rent	South Gloucestershire Council	E	875.00		875.00
177 Software	26/09/2022		Lloyds Bank Treasurer		IT software	Xero	S	28.00	5.60	33.60
178 Software	28/09/2022		Lloyds Bank Treasurer		IT software	Google Cloud EMEA Limited	S	6.66	1.33	7.99
179 Telephone and Broadband	30/09/2022		Lloyds Bank Treasurer		Telephone and broadband	BT	S	140.69	28.13	168.82
180 Fees HSBC	22/09/2022		HSBC Business Money		Bank Charges	HSBC	Z	2.00		2.00
<b>Total</b>								<b>34,669.35</b>	<b>3,369.72</b>	<b>38,039.07</b>

Signed: *Janet Egan*

*3 October 2022 (2022 - 2023)*

**Downend & Bromley Heath Parish Council  
PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
181 Printing and Stationery	03/10/2022		Lloyds Bank Treasurer		Stationery	Banner Business Solutions Ltd	S	6.00	1.20	7.20
182 Gate Security	03/10/2022		Lloyds Bank Treasurer		Gate security	Securitas Security Services (UK) Ltd	S	36.25	7.25	43.50
183 Downend Voice	03/10/2022		Lloyds Bank Treasurer		Newsletter	Voice News & Media Limited	S	176.00	35.20	211.20
184 Utilities	03/10/2022		Lloyds Bank Treasurer		Utility charges	West Mercia Energy	L	23.32	1.17	24.49
185 Utilities	03/10/2022		Lloyds Bank Treasurer		Utility charges	West Mercia Energy	L	27.05	1.35	28.40
186 Software	03/10/2022		Lloyds Bank Treasurer		IT software	Google Cloud EMEA Limited	Z	64.40		64.40
187 Purchase of Spares	03/10/2022		Lloyds Bank Treasurer		Defibrillator	Heartsafe	S	20.20	3.25	23.45
188 Gate Security	03/10/2022		Lloyds Bank Treasurer		Gate security	Securitas Security Services (UK) Ltd	S	810.00	162.00	972.00
<b>Total</b>								<b>1,163.22</b>	<b>211.42</b>	<b>1,374.64</b>